

## OFFICE OF THE CITY CLERK

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### Impact Analysis Report

#### **OVERVIEW**

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also provides duplications of taped materials and performs special research and notary services on a fee basis.

Revenues from Sale of Publications and Document Copying are expected to decrease over time, as more documents and publications become available on the web.

#### ***SUMMARY AND IMPACT OF ADOPTED FEE REVISIONS***

##### Existing Fees

The Office of the City Clerk has modified three fees and added a new fee in order to stay current with technological advancements. Tape Duplicating has been modified to Duplicating Services and includes Audio Recording, as compact disks (CDs) are now used as the recording format. The Quarterly Report Delinquent Fee under the Lobbyist Registration heading has been increased to \$50 per day as approved by the City Council on February 6, 2007.

After the adoption of the Fees and Charges Report, the photocopying fee was revised to \$0.20 each image for consistency with all other departments' photocopying fees. No updates to the revenue estimates are needed as a result of these changes.

##### New Fees

***Video Recording*** – Establish a fee for creating and distributing digital video disk (DVD) copies of City Council and Council Committee meetings.

#### **NOTIFICATION**

The Proposed Fees and Charges Report was released on May 4, 2007 allowing for the minimum of ten days for public review. Public input on fee proposals was heard by the City Council during public hearings held on Tuesday, May 15, 2007 and Monday, June 11, 2007 at 7:00 p.m. in the City Council Chambers.

# DEPARTMENTAL FEES AND CHARGES

# CITY CLERK

Service	2006-2007 Adopted Fee	2006-2007 % Cost Recovery	2007-2008 Adopted Fee	2007-2008 Estimated Cost	2007-2008 Estimated Revenue		2007-2008 % Cost Recovery	
					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY I								
1. Duplicating Services								
1 Audio Recording	\$6 each		No Change					
2 Materials (if needed)	\$1.50		No Change					
3 Video Recording	New		\$15 each					
Sub-total Duplicating Services		100.0%						
2. Lobbyist Registration								
1 Client Fee	\$60 per client		No Change					
2 Delinquent Registration Fee	5% of unpaid fee per day		No Change					
3 Lobbyist Registration	\$350 per registrant		No Change					
4 Prorated Registration Fee	\$175 per 1/2 year or less		No Change					
5 Quarterly Report Delinquent Fee	\$10 per day (Council approved change to \$50 per day on 2/6/07)		\$50 per day					
Sub-total Lobbyist Registration		100.0%		28,000	28,000	28,000	100.0%	100.0%
3. Sale of Publications and Document Copying								
1 Agenda Subscriptions - City Council	\$55 per year		No Change					
2 Agenda Subscriptions - Planning Commission	\$20 per year		No Change					
3 Agenda Subscriptions - Planning Director Hearing	\$22 per year		No Change					
4 Agenda Subscriptions - Redevelopment Agency	\$14 per year		No Change					

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					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY I								
3. Sale of Publications and Document Copying								
5 Capital Budget Book	Actual printing cost		No Change					
6 City Charter	\$5 each copy		No Change					
7 Code Supplements	Actual printing cost		No Change					
8 FAX Copies to Public	\$1 per document		No Change					
9 Mail Copies to Public	Actual cost, minimum \$1		No Change					
10 Municipal Code	Actual printing cost		No Change					
11 Operating Budget Book	Actual printing cost		No Change					
12 Public Documents	\$0.25 each image, \$1 minimum and \$1.50 per certified copy		\$0.20 each image, \$1.50 per certified copy (Fee revised on 10/16/2007 from the 2007-2008 adopted fee of \$0.25 each image, \$1 minimum and \$1.50 per certified copy)					
Sub-total Sale of Publications and Document Copying		100.0%		3,700	3,700	3,700	100.0%	100.0%
4. Special Research/Services								
1 Special Research/Services	\$30 per hour + materials		No Change					
Sub-total Special Research/Services		100.0%						
SUB-TOTAL CITY CLERK FEES - CATEGORY I		100.0%		31,700	31,700	31,700	100.0%	100.0%

## CITY CLERK FEES - CATEGORY II

<b>1. Initiative Petition Filing</b>								
1 Initiative Petition Filing (set by State Law)	\$200 per petition		No Change					
<b>Sub-total Initiative Petition Filing</b>								

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Service	2006-2007 Adopted Fee	2006-2007 % Cost Recovery	2007-2008 Adopted Fee	2007-2008 Estimated Cost	2007-2008 Estimated Revenue		2007-2008 % Cost Recovery	
					Current Fee	Adopted Fee	Current Fee	Adopted Fee
CITY CLERK FEES - CATEGORY II								
1. Initiative Petition Filing								
2. Notary Public Services								
1 Notary Public Services (set by State law)	\$10 each acknowledgement		No Change					
Sub-total Notary Public Services								
3. Political Reform Act								
1 Document Copying - Old PRA Forms (set by State law)	\$5 + \$0.10 each image		No Change					
2 Document Copying - PRA Forms (set by State law)	\$0.10 each image		No Change					
3 Late Fee for PRA Filings (set by State law)	\$10 per day		No Change					
Sub-total Political Reform Act		25.0%						
SUB-TOTAL CITY CLERK FEES - CATEGORY II		25.0%						
TOTAL DEPARTMENT - GENERAL FUND				31,700	31,700	31,700	100.0%	100.0%
TOTAL DEPARTMENT - Category I				31,700	31,700	31,700	100.0%	100.0%
TOTAL DEPARTMENT - Category II								
TOTAL DEPARTMENT				31,700	31,700	31,700	100.0%	100.0%